



## CALIFORNIA STATE TREASURER'S OFFICE JOB OPPORTUNITY

**CLASS:** Associate Information Systems Analyst (Specialist)  
**TENURE:** Permanent  
**TIME BASE:** Full-Time  
**SALARY:** \$4316 - \$5247

### DUTIES:

Under the general supervision of a Systems Software Specialist III (Supervisor) and the direction of the lead Systems Software Specialist II for Enterprise Systems Support in [Information Technology](#), the incumbent provides administration and support of the enterprise desktop environment.

### DESCRIPTION OF ESSENTIAL FUNCTIONS:

- Participates in the development, installation, testing and maintenance of networked personal computer systems.
- Assist in enterprise set-up and installation/rollout of networked personal computers and personal computer software.
- Analyze personal computer hardware and software problems, production processing problems and recommend or develop solutions.
- Provide second-level Help Desk support.
- Schedule, analyze, monitor, troubleshoot and complete centralized back-up jobs and manage onsite/offsite storage of back-up media.
- Create, manage and delete end-user accounts.
- Provide data guidance for production job processing.
- Develop, schedule, initiate and monitor production jobs on STO IT systems.

### DESIRABLE QUALIFICATIONS:

- Ability to work closely with others
- Computer skills
- Good work habits, attendance and attitude
- Good written/verbal communication skills
- Experience with desktop tools such as, Microsoft Word, Access and Excel
- Experience with PC troubleshooting is helpful

### CONDITIONS OF EMPLOYMENT:

Fingerprinting and Background Check are required.

**WHO SHOULD APPLY:**

Individuals who possess the qualifications listed above and are interested in a lateral transfer or have employment list eligibility as an Associate Information Systems Analyst (Specialist).

This position is subject to SROA clearance policies. Surplus employees who meet the requirements are encouraged to apply. Employees in the State Treasurer's Office and Authorities and Commissions are encouraged to apply if interested in the position.

**Please state the source of your eligibility (i.e. list eligibility and score, SROA, surplus employee, reinstatement, etc.). If you do NOT indicate the source of your eligibility, you may not be considered for an interview. Also, write the number "820-740-1470-002" next to the classification on your application/resume, i.e. Associate Information Systems Analyst (820-740-1470-002).**

**FINAL FILING DATE:**

Applications will be accepted **until filled**.

**SUBMIT APPLICATIONS TO:**

Judy Hansen  
Personnel Office  
State Treasurer's Office  
915 Capitol Mall, Room 538  
Sacramento, CA 95814

**IF YOU HAVE QUESTIONS, PLEASE CALL:**

PUBLIC (916) 653-3100  
CALNET (916) 453-3100